



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: Mandatory Use of Governmentwide Commercial Credit Card Program for Micro Purchases

Effective October 1, 2004, the Procurement Operations Division (POD) will no longer purchase routine supplies and services below the micro purchase threshold of \$2,500. While the POD will continue to support acquisitions below this threshold for which government credit card use is prohibited or unsuitable, all standard, allowable micro purchases must now be accomplished by trained cardholders within each Goddard Space Flight Center (GSFC) organization. The credit card is to be used for telephone and over-the-counter transactions. Specific operating procedures, including those goods and services that are "unallowable" under the program will be addressed in training, additional information on these procedures may be found at <http://genesis.gsfc.nasa.gov/210/podserv.htm>.

All cardholders and their respective approving officials are required to take an instructor led training class on the rules and regulations of the credit card program and a Web-based training course on the new P-Card system. Credit cards will not be issued until all training requirements have been met.

We are looking into other avenues to help streamline certain commodities and further guidance will be provided at a later date. In the meantime, if you have any questions concerning the credit card program, please contact Dawn Murvin at x6-4915 or the Bankcard Helpline at x6-9372.

Diane Williams, Director
Management Operations Directorate

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